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- SHEFFERMAN, NATHAN W. *Employment Methods*. Pp. xx, 573. Price, \$5.00.
- KELLY, ROY W. *Training Industrial Workers*. Pp. xxi, 457. Price, \$5.00.
- BLOOMFIELD, DAVID. *Labor Maintenance*. Pp. xvii, 530. Price, \$5.00. New York: The Ronald Press Company, 1921.

To quote the publisher, these books are planned to "give a comprehensive unified presentation of the three aspects of labor management: securing workers, training them, and holding them by maintaining satisfactory working conditions." Such a division of the subject is functional rather than administrative and, as worked out by the authors, involves some duplication.

The first volume treats of that portion of the field of personnel administration usually included under the employment function. It is divided into five parts, the first three of which cover the place and scope of the employment department, sources of supply, selection and placement methods, and transfers and promotions. Part Four deals with the same phases for offices, stores and banks. Part Five is a duplication of the field covered by Mr. Bloomfield's book.

Mr. Kelly's work covers the subject of industrial training in its broadest aspects. An introductory discussion of the need for training and the inadequacy of present-day methods is followed by an historical treat-

ment of the development of these methods. The technical and vocational training programs of secondary public schools are next discussed and evaluated. Training within the factory is covered by chapters dealing with modern apprenticeship plans, vestibule schools, and courses for minor executives and foremen. Finally, the relationship of training to systematic plans for transfers and promotions and the educational value of shop committees and collective bargaining is developed. A discussion of the possibilities of and responsibility for adequate industrial education concludes the work.

Labor Maintenance is a survey of those phases of personnel administration included under the broad term, "service works." The need and proper basis for the development of such work, as well as the internal organization and relative place of the service department, is presented. Health and safety work, recreational activities, plant publications, cafeteria management, industrial housing, training plans, mutual benefit and group insurance plans, and profit sharing form the bulk of the subject matter of the book.

The material in *Training Industrial Workers* is not well arranged and all three books contain too many unenlightening details concerning the specific plans of various companies.